

STATE-61

System name:

Garnishment of Wages Records. Security classification: Unclassified and classified

System location:

Department of State, 2201 C Street, NW, Washington DC 20520.

Categories of individuals covered by the system:

Department of State employees (current and retired); employees of the Agency for International Development, United States Information Agency and the U.S. Arms Control and Disarmament Agency; and other employees and personal services contractors listed on the Department's payroll and/or Foreign Service retirement records who have been the subject of court orders to garnish the employees wages or retirement benefits.

Categories of records in the system:

Communications between the Office of Legal Adviser and the Bureau of Finance and Management Policy regarding the employee's garnishment; communications between the Office of the Legal Adviser and the employee who is the subject of the garnishment; communications between the Office of the Legal Adviser and the courts or agencies regarding the employee's garnishment proceeding; communications between the Office of the Legal Adviser and a party named in or affected by the garnishment action; and court or agency orders, summons and other documents related to the garnishment action against the employee.

Authority for maintenance of the system:

5 U.S.C. 301 (Management of Executive Agencies); 22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of service); 42 U.S.C. (Child support and alimony garnishment); 5 U.S.C. 5520a (Commercial garnishment).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in this records system is used by the Office of the Legal Adviser to provide advice and services to the Bureau of Finance and Management Policy and other bureaus and offices in order to comply with court or agency ordered garnishments. The principal users of this information outside the Department of State are: Federal, state and local courts; state and local tax collection and child enforcement offices; the Internal Revenue Service; private collection agencies, law firms and/or other individuals authorized to receive garnished wages or benefits by court or agency order or otherwise involved in a garnishment proceeding. The information may also be released to other Federal, state and local government agencies having statutory or other lawful authority to maintain such information. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register. Policies and practices for storing, retrieving,

accessing, retaining and disposing of records in the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Electronic media; hard copy.

Retrievability:

By individual name and Social Security Number.

Safeguards:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

Retention and disposal:

These records are retained until they become inactive, at which time they will be retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing the Director, Office of Freedom of Information, Privacy and Classification Review, Department of State, SA-2, 515 22nd Street NW, Washington, DC 20522.

System manager(s) and address:

Executive Director, Office of the Legal Adviser, Room 5519A, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Department of State, SA-2, 515 22nd Street NW, Washington, DC 20522. The individual must specify that he/she wishes Garnishment of Wages Records to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; bureau/agency to which he/she is or was assigned and dates of assignment; retirement system (if applicable); approximate date of when garnishment began; and signature.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

Contesting record procedures:

(See above).

Record source categories:

These records contain information obtained directly from: The individual who is the subject of these records; his/her legal representative; Federal, state or local courts or agencies; other parties named in or affected by the individual's garnishment proceedings; the Bureau of Personnel; the Bureau of Personnel; the Bureau of Finance and Management Policy and the Office of the Legal Adviser.

Systems exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 552a(k)(2), certain records contained within this system of records are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), e(4)(G), (H) and (I) and (f) in accordance with the Department of State rules published in the Federal Register.